



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PROGRAM ASSISTANT
(DEVELOPMENTAL DISABILITIES PROGRAM)

| | |
|----------------------------|---|
| SALARY RANGE: | Range R: \$6,851 - \$7,782 per month <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small> |
| TENURE/TIME BASE: | Permanent/Full Time |
| PROGRAM/DEPARTMENT: | Various Programs |
| FINAL FILING DATE: | Until Filled |

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has vacancies for Program Assistants. Positions are available on a Permanent/Full-Time base. Under the direction of the Program Directors, the Program Assistants are responsible for assisting the Program Director in the planning, development, and evaluation of the services offered by the Program; assist in developing and maintaining relations with employees, the community, parents, schools, and volunteer groups; coordination and direction of the Interdisciplinary Team; coordinates and oversees the client protection process; analyzing data, identifying needs and trends and providing feedback and making recommendations to team members; carrying out the Department, Facility and program EEO objectives; coordination of Program budgets; has an awareness of and assists in the carrying out of licensing regulations and various standards; acts in the absence of the Program Director as needed to maintain continuity of services; reports both verbally and in writing to the Program Director and Management Team as often as necessary regarding work-related issues and/or to advise them of potential problem areas; evaluates client activities; assists in monitoring of staff and resources; assists staff in prioritizing client needs; allocation of Rehabilitation Therapists' staff hours, developing plans and reviewing resources to meet those needs.

WHO MAY APPLY:

Candidates must possess Civil Service Eligibility to apply. Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearance. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Examination Unit – Room #124 Porter Administration Building
P.O. Box 1493 (Please use for mailing)
15000 Arnold Drive
Eldridge, CA 95431

Please Contact Aleana Carreon at (707) 938-6418 for questions specific to the essential function of the position. Questions specific to Civil Service eligibility should be directed to the analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.